

TAB

~~SECRET~~

Security Information

ADMINISTRATIVE SERVICE

REAL ESTATE AND CONSTRUCTION DIVISION

STATEMENT OF FUNCTIONS

The primary function of the Real Estate and Construction Division is to provide the necessary services to fulfill the real property requirements, domestic and foreign, of the Agency. Such services include determination of space requirements; space planning and allocation; acquisition by purchase, lease, assignment, permit or otherwise; construction including alterations, renovations, miscellaneous improvements, and maintenance; utilities; and administration and maintenance of real property records.

The facilities for accomplishing functions consist of a technical staff of architects and engineers for designing and construction and administrative staff of realty officers and space analysts for acquisition and allocation. The technical facilities

security cleared architectural and engineering consultants, real estate brokers and agents are available when required.

25X1C4A

~~SECRET~~  
Security Information